



## CODED CORRESPONDENCE

<b>DATE:</b> March 20, 2009	<b>NUMBER:</b> 09-05
<b>TO:</b> All Individuals and Groups Interested in the Activities of the Commission on Teacher Credentialing	<b>FROM:</b> Dale A. Janssen Executive Director Commission on Teacher Credentialing
<b>SUBJECT: Approval of Amendments to Title 5 Regulations Pertaining to the Extensions of Preliminary Multiple and Single Subject Teaching Credentials for Applicants Prepared in California (5 Cal Code Regs §80413)</b>	

### **Summary:**

The amendments to §80413 of Title 5 of the California Code of Regulations pertaining to Extensions of Preliminary Multiple and Single Subject Teaching Credentials for Applicants Prepared in California have been approved by the Office of Administrative Law effective February 17, 2009. The amendments allow for an extension of time for holders of preliminary multiple and single subject teaching credentials based on completion of an SB 2042 teacher preparation program and initially issued on or after August 30, 2004. The purpose of the extensions is to allow a reasonable amount of time for the completion of the clear credential requirements while the holder is employed in a teaching position that provides eligibility for participation in a clear credential program.

### **Key Provisions:**

The extensions of time are available only for holders of preliminary multiple and single subject teaching credentials based on completion of an SB 2042 teacher preparation program and initially issued on or after August 30, 2004. The documents have a renewal code of R14I. Included with the correspondence is a flow chart that illustrates the extension process.

The extensions of time in §80413 are not available to individuals who earned their multiple and single subject credentials through the following specific type of preparation:

- 1) Prepared in another state or prepared outside the United States,
- 2) Completed SB 2042 teacher preparation program but preliminary teaching credential has an initial issuance date *prior to* August 30, 2004, or
- 3) Completed a Ryan teacher preparation program (regardless of issuance date).

Extensions of time for credential holders have been in place for many years. For more information on extensions for the above named credentials, see the *One-Year Extension* section of this correspondence and the Reference section for a link to the information leaflet on extensions of time.

Individuals who are not currently teaching and hold a preliminary multiple or single subject credential based on an SB 2042 program may wish to allow their preliminary credential to expire rather than request a three-year extension. They may apply for the three-year or two-year extension, as applicable, when they are employed in an appropriate teaching position and able to complete the clear credential requirements.

### *New Definitions*

The regulations add two new definitions concerning preliminary and clear multiple and single subject teaching credentials.

- Clear credential program is either completion of a Commission-approved induction program or Commission-accredited fifth year of study
- Employing agency is expanded to include juvenile court schools and juvenile or adult correction schools. These employing agencies may verify that an induction program is not available allowing an individual to complete a Commission-accredited fifth year of study.

### *Three-Year Extension*

A three-year extension is available for individuals who are not employed in a teaching position or employed in a teaching position where they may not complete the renewal requirements for the clear credential even though their teaching position requires them to hold a multiple or single subject teaching credential. The three-year extension allows individuals additional time to seek a position that will allow them to complete the clear credential requirements.

Examples of an assignment that may not provide an individual with the opportunity to complete the clear credential requirements are individuals employed as long-term substitutes who are not eligible for the induction program, tutoring in a for-profit agency, or employed in a before or after school program where a credential is required for the teaching position. An individual who receives a three-year extension of their preliminary credential may request a two-year extension to the credential, as described in the section below, if he or she gains employment in a teaching position that allows for completion of the clear requirements however there is insufficient time on the three year extension to complete the requirements or attains the teaching position after the three-year extension has expired.

### *Specific Requirements for the Three-Year Extension*

The three-year extension may be issued only once to an individual. The preliminary credential may be valid (within one year prior to the expiration date) or may be expired at the time of application.

The following individuals must certify, by submitting a signed statement, why the clear credential program was not completed in the five years while the preliminary credential was valid and a description of the plan to complete the requirements within the three-year extension time period:

- 1) Not employed in a teaching position, or
- 2) Employed in a teaching position that did not provide eligibility for completing the clear credential requirements.

See the Reference section for a link to a form to verify the requirements and the Application Process section for specific procedures.

#### *Two-Year Extension*

A two-year extension is available for individuals employed in teaching positions that allow them to complete the clear credential requirements but who need additional time beyond their five-year preliminary credential to complete those requirements.

Individuals who receive a three-year extension of their preliminary credential as mentioned above, may request a subsequent two-year extension if employed during the three-year extension in a teaching position that allows for completion of the clear credential requirement but who were not employed long enough to complete the requirements. Individuals who are employed in a teaching position that allows for completion of the requirements after the three-year extension has expired may also qualify for the two-year extension.

#### *Specific Requirements for the Two-Year Extension*

Verification of employment from a California employing agency in a teaching position that allows the individual to complete the clear credential requirements and verification of enrollment in a Commission-approved clear credential program (induction program or fifth-year of study, as appropriate) must be submitted. The preliminary credential may be valid (within one year prior to the expiration date) or may be expired at the time of application.

See the Reference section for a link to a form to verify the requirements and the Application Process section for specific procedures.

Individuals who have been issued the two-year extension are not eligible for the three-year extension as the three-year extension requires certification that the individual was not employed in a teaching position for which the clear credential program was available.

Individuals who do not complete the renewal requirements during this two-year period for a reason such as illness may request an additional one-year extension on a case-by-case basis. The induction program sponsor must verify that an individual has made sufficient progress toward completion of the clear credential requirements for the Commission to consider a subsequent one-year extension. See the section below on One-Year Extensions.

### *One-Year Extension*

A one-year extension has been available for many years when an applicant verifies good cause for not completing renewal requirements. A one-year extension may be issued only once, except in cases where the extenuating circumstances continue to exist and the applicant has made sufficient progress toward completion of the requirements. Extensions are not issued if an applicant cannot show good cause or substantial reasons for the request. Financial hardship cannot be considered a valid reason for an extension. See the References section for a link to the information leaflet on Staff Appeals.

### *Application Process*

All requests for an extension of time must be submitted directly to the Commission. Submission of extension applications through the Commission's online process is not appropriate. Each application packet must include a completed application form, current fee, and all supporting materials.

### **Important Date:**

Provisions related to this correspondence became effective on February 17, 2009.

### **Background:**

Regulations provide that effective August 30, 2004, completion of a Commission approved program of beginning teacher induction is required to earn a clear single subject or multiple subject teaching credential if the individual completed an SB 2042 teacher preparation program. If a beginning teacher is eligible for induction but an employing agency verifies that induction is not available or the employing agency verifies that the beginning teacher is required under the federal No Child Left Behind Act (NCLB) to complete subject-matter course work to be qualified for a teaching assignment, he or she may complete a Commission-accredited fifth year of study.

There is a specific definition for employing agencies in regulation. These agencies determine the method through which the beginning teacher will complete the requirements to earn the clear credential, by induction or a fifth-year of study.

State funding is available to support induction for all individuals employed in the public schools in California in their first and second year of teaching on a preliminary multiple or single subject teaching credential. Individuals employed in private schools or other teaching positions, but not K-12 public schools, may participate in an approved induction program but are not supported by state funding. Preliminary multiple and single subject teaching credential holders who are employed as day-to-day substitutes, individuals who move out of California prior to completing the clear credential requirements, and individuals who are employed by an entity that is not a school or who are not employed are not eligible for induction, consequently they are not eligible to participate in the fifth year of study.

**Source:**

5 California Code of Regulations Section 80413

**References:**

*Staff Appeals for Extending the Term of a Credential Information Leaflet:*  
<http://www.ctc.ca.gov/credentials/leaflets/al3.pdf>

*Forms for Extensions:*

*Three-Year:* <http://www.ctc.ca.gov/credentials/leaflets/cl884.pdf>

*Two-Year:* <http://www.ctc.ca.gov/credentials/leaflets/cl885.pdf>

*One-Year:* <http://www.ctc.ca.gov/credentials/leaflets/cl886.pdf>

**Contact Information:**

Commission's Information Services Unit by telephone at 1-888-921-2682, Monday through Friday between 1:00 pm to 4:45 pm or by email at [credentials@ctc.ca.gov](mailto:credentials@ctc.ca.gov).

**Title 5 §80413 Pertaining to Specific Requirements for Preliminary and Clear Multiple and Single Subject Credentials for Applicants Prepared in California**

**§80413. Specific Requirements for Preliminary and Clear Multiple and Single Subject Teaching Credentials for Applicants Prepared in California.**

- (a) The minimum requirements for the five-year preliminary multiple and single subject teaching credentials for California-prepared applicants shall include successful completion of all of the following:
- (1) A baccalaureate degree or higher degree, except in professional education, from a regionally accredited institution of higher education.
  - (2) Meet the basic skills requirement as described in Education Code Section 44252, unless exempt by statutes or regulations.
  - (3) A Commission-approved multiple subject or single subject program of professional preparation, as appropriate to the credential sought as described in Education Code Section 44259(b)(3).
  - (4) Completion of a study of alternative methods of developing English language skills, including the study of reading, as provided in Education Code Section 44259(b)(4). In addition multiple subject applicants shall pass the reading instruction competence assessment as provided in Education Code Section 44283.
  - (5) Subject-matter knowledge:
    - (A) For a multiple subject credential, an applicant enrolled in a teacher preparation program prior to July 1, 2004 shall meet this requirement either by passage of an examination as provided in Education Code Sections 44280, 44281, and 44282 or by completion of a subject-matter program as provided in Education Code Section 44310. An applicant enrolled in a teacher preparation program on or after July 1, 2004 shall meet this requirement by passage of an examination as provided in Education Code Sections 44280, 44281 and 44282.

- (B) For a single subject credential, an applicant shall meet this requirement either by passage of an examination as provided in Education Code Sections 44280, 44281, and 44282 or by completion of a subject-matter program as provided in Education Code Section 44310.
- (6) Demonstration of knowledge of the Constitution of the United States as provided in Education Code Section 44335.
- (7) Demonstration of basic competency in the use of computers in the classroom as provided in Education Code Section 44259(b)(7).
- (8) Verification of completion from a Commission-approved program accredited by the Committee on Accreditation in the preliminary credential sought, as provided in Education Code Sections 44373(c) and 44259(b)(3).
- (b) The minimum requirements for the clear multiple or single subject teaching credentials must be completed within five years from the initial date of the issuance of the preliminary credential. The requirements include, successful completion of all of the following:
- (1) Possession of a valid preliminary teaching credential.
- (2) Effective August 30, 2004, completion of a Commission-approved program of beginning teacher induction as specified in Education Code Section 44259(c)(2). If a beginning teacher is eligible for induction but an employing agency verifies that induction is not available or the employing agency verifies that the beginning teacher is required under the federal No Child Left Behind Act of 2001 (20 U.S.C. Sec. 6301 et seq.) to complete subject matter course work to be qualified for a teaching assignment, the beginning teacher may complete a Commission-accredited fifth year program.
- (3) A health education requirement, as provided in Education Code Section 44259(c)(4)(A).
- (4) Special education training, as provided in Education Code Section 44259(c)(4)(B).
- (5) Study of advanced computer-based technology, including the uses of technology in educational settings, as provided in Education Code Section 44259(c)(4)(C).
- (6) Effective July 1, 2005 advanced study in the area of Teaching English Learners.
- (7) An application for a clear multiple subject or single subject credential shall only be submitted by either (A) or (B) below:
- (A) A Commission-approved induction program; or
- (B) A regionally accredited institution of higher education with a Commission-accredited fifth year.
- (c) All applicants for multiple subject and single subject clear credentials issued pursuant to Education Code Section 44259(c) with an issuance date on or after August 30, 2004 shall complete the requirements in subsection (b)(2) above.
- (d) The Commission may extend the term of the credential for a two-year period if the following conditions apply:

- (1) An individual's five-year preliminary time period has expired or will expire within one calendar year and the individual obtains employment in an employing agency as defined in subsection (f) which would allow the individual to complete the requirements in subsection (b).
  - (2) The individual submits the following to the Commission:
    - (A) A completed Application for Credential Authorizing Public School Service (41-4) (rev. 9/08) available on the Commission's website and hereby incorporated by reference, together with its related Instruction and Information Sheet (rev. 9/08) and Form 41-ECC (Explanation of Criminal Conviction or Pending Criminal Charge) (rev. 7/08) and the appropriate fee as specified in section 80487(a)(1).
    - (B) Verification of employment from an employing agency in a position that allows the individual to complete the clear credential program.
    - (C) Verification of enrollment in a Commission-approved clear credential program.
  - (3) The extension may be issued only once, except in cases where the individual provides proof that verifies sufficient progress toward completion of the requirements.
- (e) The Commission may extend one time the term of the credential for a three-year period if the following conditions apply:
- (1) An individual's five-year preliminary time period has expired or will expire within one calendar year and the individual has not been employed in a position which would allow completion of the requirements in subsection (b).
  - (2) The individual submits the following to the Commission:
    - (A) A completed Application for Credential Authorizing Public School Service (41-4) (rev. 9/08) available on the Commission's website and hereby incorporated by reference, together with its related Instruction and Information Sheet (rev. 9/08) and Form 41-ECC (Explanation of Criminal Conviction or Pending Criminal Charge) (rev. 7/08) and the appropriate fee as specified in section 80487(a)(1).
    - (B) A signed statement by the individual which includes:
      - (i) Why the clear credential program was not completed in the five years while the preliminary credential was valid and a description of the plan to complete the requirements within the three year extension time period, and
      - (ii) Certification that he or she was not employed in a position for which the clear credential program was available or was employed for less than one school year and was not able to complete the clear credential program.
- (f) Definitions:
- (1) The term "employing agency" as used in this section shall mean:
    - (A) Public school districts in California.

- (B) County offices of education or county superintendents of schools in California.
  - (C) Schools that operate under the direction of a California state agency.
  - (D) Nonpublic, nonsectarian schools and agencies as defined in Education Code Sections 56365 and 56366.
  - (E) Charter Schools as established in Education Code Section 47600.
  - (F) Private schools.
  - (G) Juvenile court school.
  - (H) Juvenile or adult corrections.
- (2) A beginning teacher is one who is eligible to participate in a Commission-approved induction program.
- (3) The “clear credential program” as used in this section shall mean either completion of a Commission-approved induction program or Commission-accredited fifth year of study.

NOTE: Authority cited: Section 44225, Education Code. Reference: Sections 44227, 44251, 44252, 44259, 44259.5, 44280, 44281, 44282, 44283, 44310, 44335, and 44373, Education Code.

## Extensions available via amendments to Title 5 Section 80413

Effective February 17, 2009

*For individuals issued either a preliminary multiple and/or single subject credential*

	<b>Eligible for extension</b>	<b>Not Eligible for extension</b>	
<b>First</b> <i>Determine Your Eligibility</i>	<ul style="list-style-type: none"> <li>● Prepared in California</li> <li>● Completed SB 2042 teacher preparation program</li> <li>● Credential initially issued on or after August 30, 2004</li> </ul>	<ul style="list-style-type: none"> <li>● Prepared in another state or outside the US</li> <li>● Completed Ryan teacher preparation program</li> <li>● Completed SB 2042 program with credential initially issued prior to August 30, 2004</li> </ul>	
<b>Second</b> <i>Determine Which Extension is Available</i>	<p style="text-align: center;"><b>3-year extension</b></p> <ul style="list-style-type: none"> <li>● available to those with a currently valid (within one year of expiration) or an expired preliminary credential who are</li> <li>● not currently employed, <b>or</b></li> <li>● employed in position which does not allow for completion of clear credential requirements</li> <li>● not available if currently holding or previously held a 2-year extension</li> <li>● only available once</li> </ul>	<p style="text-align: center;"><b>2-year extension</b></p> <ul style="list-style-type: none"> <li>● available to those who hold or held a 5-year preliminary credential or a 3 year extension, <b>and</b></li> <li>● are in a position that meets the clear credential requirements, <b>but</b></li> <li>● position does not allow sufficient time to complete these requirements</li> <li>● may not be followed by a 3-year extension</li> <li>● only available once</li> </ul>	<p style="text-align: center;"><b>1-year extension</b></p> <ul style="list-style-type: none"> <li>● available to those for good cause who are in a position and need 1-year or less to complete requirements</li> <li>● provision for 1-year extensions unchanged by the February 17, 2009 amendments to Title 5 Section 80413</li> </ul>
<b>Third</b> <i>Special Conditions and Requirements</i>	<p style="text-align: center;"><b>Specific requirements for 3-year extension</b></p> <ul style="list-style-type: none"> <li>● certify by signed statement why requirements were not completed while holding the preliminary credential, <b>and</b></li> <li>● submit plan for completion within the 3-year extension period</li> </ul>	<p style="text-align: center;"><b>Specific requirements for 2-year extension</b></p> <ul style="list-style-type: none"> <li>● verification of employment in a position that allows completion of the clear credential requirements, <b>and</b></li> <li>● verification of enrollment in a CTC-approved clear credential program</li> </ul>	<p style="text-align: center;"><b>Specific requirements for 1-year extension</b></p> <ul style="list-style-type: none"> <li>● certify by signed statement why requirements were not completed</li> <li>● submit plan for completion within the 1-year period</li> <li>● verification of employment in a position that allows completion of the clear credential requirements, <b>and</b></li> <li>● verification of enrollment in a CTC-approved clear credential program</li> </ul>
<b>Fourth</b> <i>Extension Application Process</i>	<p><b>Application process for all extensions of a preliminary credential:</b></p> <ul style="list-style-type: none"> <li>● use the Commissions website (<a href="http://www.ctc.ca.gov">www.ctc.ca.gov</a>) to: <ul style="list-style-type: none"> <li>download the application,</li> <li>complete all required paperwork,</li> <li>include all required documents, and</li> <li>submit with payment directly to CTC</li> </ul> </li> <li>● mail application package to: <ul style="list-style-type: none"> <li>CTC, Box 944270, Sacramento, CA 94244-2700</li> </ul> </li> </ul> <p>or, if using a delivery service, address the application package to:</p> <ul style="list-style-type: none"> <li>CTC, 1900 Capitol Avenue, Sacramento, CA 95814-4213</li> </ul>		